

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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## Job Posting

<b>Job Title:</b>	<b>DEPUTY LAW ENFORCEMENT OFFICER</b>
<b>Department:</b>	Law Enforcement
<b>Reports To:</b>	Deputy Sergeant Enforcement Officer
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Range:</b>	<b>\$31,475 - \$42,584</b>
<b>Level:</b>	4
<b>Open Date:</b>	<b>October 05, 2007</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

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### SUMMARY

Patrols assigned area prevents crime or disturbance of peace, and arrests violators by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Familiarize self with area and with persons living within.
- Note suspicious persons and establishments and report to superior officer.
- Report hazards.
- Disperse unruly crowds at public gatherings.
- Render first aid at accidents, and investigate causes and results of accident.
- Direct and reroute traffic around fire or other disruption.
- Warn or arrest persons violating ordinances.
- Issue tickets to traffic violators.
- Participate in public safety educational workshops, etc.
- Patrol assigned areas.
- Write and file daily activity report with superior officer.
- Notify public works department of location of abandoned vehicles to tow away.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Must be State of Michigan Certified and/or Bureau of Indian Affairs Certified.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of tribal members or employees of our organization.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Michigan Law Enforcement Certification and or Bureau of Indian Affairs Certified Law Enforcement.

## **COMMENTS**

Native American Preference will apply.

